



Powered Industrial Trucks

Electric Fork Trucks

Operator's Daily Checklist

This checklist must be completed prior to each shift during which an electric fork truck will be operated. This checklist is maintained on file by the Safety Officer and the Plant Operations Supervisor.

Division:	Facility:
Location:	Date:
Operator:	Equipment:

Engine Off Checks	OK	Maintenance
Leaks – Hydraulic Oil, Battery		
Tires – Condition and Pressure		
Forks, Top Clip Retaining Pin and Heel -- Condition		
Load Backrest Extension – Attached		
Hydraulic Hoses, Mast Chains, Cables & Stops – Check Visually		
Finger Guards – Attached		
Overhead Guard – Attached		
Safety Warnings – Attached (Refer to Parts Manual for Location)		
Battery – Water/Electrolyte Level and Charge		
Hydraulic Fluid Level – Dipstick		
Transmission Fluid Level – Dipstick		
Operator's Manual in Container		
Capacity Plate Attached – Information Matches Model, Serial Number and Attachments		
Battery Restraint System – Adjust and Fasten		
Operator Protection		
Sit-down Truck - Seat Belt – Functioning Smoothly		
Man-up Truck – Fall protection/Restraining means - Functioning		
Brake Fluid – Check level		
Motor On Checks (Unusual Noises Must Be Investigated Immediately)		
Accelerator Linkage – Functioning Smoothly		
Parking Brake – Functioning Smoothly		
Service Brake – Functioning Smoothly		
Steering Operation – Functioning Smoothly		
Drive Control – Forward/Reverse – Functioning Smoothly		
Tilt Control – Forward and Back – Functioning Smoothly		
Hoist and Lowering Control – Functioning Smoothly		
Attachment Control – Operation		
Horn – Functioning		
Lights & Alarms (where present) – Functioning		
Hour Meter – Functioning		
Battery Discharge Indicator – Functioning		
Instrument Monitors – Functioning		



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Completed by:

Signature: